

NOTICE
NO.

FIRE HAZARDS

1. The danger of fire is an ever present hazard to life, limb, and property in offices and in our homes.
2. Employees of CIA must be particularly conscious of fire hazards in the temporary buildings which we occupy and the possible loss of the records of the Agency which have been collected at the expense of millions of dollars and which are irreplaceable.
3. Although it is basically the responsibility of the General Services Administration to maintain buildings in good condition, and to eliminate fire hazards, individual employees of the Agency must daily be cognizant of those which they may create. The most prevalent are: careless smoking, disposal of cigarettes and tobacco in waste baskets, overloading electric circuits, failing to disconnect electrical appliances at the end of each day, faulty electrical wiring and electrical devices used in offices, failure to properly maintain electric motors and other appliances; improper storage of inflammable liquids, paints and waste material; smoking in areas in which highly combustible material is used, use of coffee makers and hot plates not properly installed.
4. It is requested that each activity of the Agency undertake an inspection of its own area to determine where fire hazards may now exist. Such hazards should be called to the attention of the General Services Office for immediate action. Assistant Directors and Office Heads should designate a responsible employee or employees to periodically inspect their area for possible fire hazards and to instruct those employees to disconnect appliances or other office machines daily wherever they may be used and to require a checking system for this purpose.
5. The cooperation of each employee is essential in order to protect the personnel, buildings and records of this Agency through good fire prevention practices.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION: All Employees

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

File

TO	INITIALS	DATE
1 Acting DD/A 226 Admin.Bldg.		
2		
3		
4		
5		
FROM	INITIALS	DATE
1 Chief, General Services Office	<i>[Signature]</i>	10-7-53
2		
3		

*Publication of this notice
disagreed. Using staff only.
10/8/53 [Signature]*

☐ APPROVAL ☐ INFORMATION ☒ SIGNATURE
☒ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

Remarks: The attached Proposed Notice should be issued in compliance with GSA Circular 74. The circular reached this office too late to prepare a notice for issuance to Agency activities calling attention to the observance of Fire Prevention Week. However, I believe the Proposed Notice contains all of the essential information.

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